

**PERFORMANCE SKILLS EVALUATION CHECKLIST
(OPTIONAL)**

May be used by student or teacher to record ongoing progress.

Student Name: _____ **Period:** _____

Performance rating scale:

- 4 = Highly Skilled Successfully demonstrated without supervision
3 = Moderately Skilled Successfully demonstrated with limited supervision
2 = Limited Skill Demonstrated with close supervision
1 = Not Skilled Demonstration requires direct instruction and supervision

A minimum score of 3 for each of the following performance skills must be achieved to meet state skill certification requirements—which represents attaining at least 80% competency on the applicable state core standards.

PERFORMANCE SKILLS STANDARDS				
01 – Locate information on an existing corporation. Include the following:	1	2	3	4
<i>Mission statement, organization chart, code of ethics (conduct), company history (story), plans for the future.</i>				
02 – Study a business leader.	1	2	3	4
<i>Study a business leader and prepare a biographical essay. Try to determine their management/leadership style.</i>				
03 – Prepare a financial statement:	1	2	3	4
<i>Income Statement OR Balance Sheet</i>				
04 – Do current human resource case study.	1	2	3	4
<i>Conduct a case study on a current human resource issue.</i>				
05 – Do a case study on business ethics.	1	2	3	4
<i>Conduct a case study on business ethics.</i>				
06 – Organize or participate in one of the following activities:	1	2	3	4
<i>Class presentation Collaborative activity School service activity</i>				